

# **COMMUNITY RESOURCES MANAGER, DOC**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** APRIL 8-11, 2008

**Collective Bargaining Identification:** S20

**Job Analysis Conducted By:** Casey Gates  
Associate Personnel Analyst  
Headquarters Sacramento, CA

**Number of Incumbents:** There are 8 incumbents in this classification per the State Controller's Office Filled/Vacant Position Report dated 2/1/2008.

### **Names of the Subject Matter Expert(s) and their background:**

**Robert Ayers, Warden, San Quentin**

Mr. Ayers has worked for CDCR for 41 years and has been a Warden for 6 ½ years.

**Lonnie Jackson, Associate Warden, Mule Creek State Prison**

Mr. Jackson has worked for CDCR for 21 years and has been an Associate Warden for 7 months and was a Community Resources Manager for 7 years.

**Tip Kindel, Community Resources Manager, Sacramento**

Mr. Kindel has worked for CDCR for 19 years and has been a Community Resources Manager for 9 years.

**Martha Esmael, Chief, Strategic Management, Sacramento**

Mrs. Esmael has worked for CDCR for 5 years.

## **COMMUNITY RESOURCES MANAGER, DOC INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification
- California Department of Corrections and Rehabilitation (CDCR) Duty Statements
- Texas Department of Corrections
- Arizona Department of Corrections

Other sources were viewed for information (e.g. Illinois' Department of Corrections Job Description) however, the information was not relevant to the job analysis and therefore not included.